



Republic of the Philippines
Department of Education

REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

Office of the Schools Division Superintendent

February 18, 2026

DIVISION MEMORANDUM

No. 081, s. 2026

**COMPOSITION OF STATEMENT OF ASSETS, LIABILITIES, AND NET WORTH
(SALN) REVIEW AND COMPLIANCE COMMITTEE**

To: Assistant Schools Division Superintendent
Chiefs, Functional Divisions
Heads, Functional Office/Unit
Public Schools District Supervisors
Administrative Officers II
Others Concerned

1. In compliance with Civil Service Commission (CSC) Resolution No. 1300445 and Republic Act No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees), this Office hereby establishes the Review and Compliance Committee (RCC) of the Schools Division of Northern Samar.
2. The Division Review and Compliance Committee shall have the following composition:

Chairperson	REY F. BULAWAN <i>Assistant Schools Division Superintendent</i>
Vice Chairperson	ATTY. RISTY T. ADARAYAN <i>Legal Officer III</i>
Members	NOE M. HERMOSILLA <i>Chief, Schools Governance and Operations Division</i>
	SYLVIA D. VILLANUEVA <i>Chief, Curriculum Implementation Division</i>
	MICHELLE D. CAGUIMBAL <i>Administrative Officer V</i>
Secretariat	EUNICE V. TARINGTING <i>HRMO/AO IV</i>
	REMA H. ALLADO <i>Records Officer/AO IV</i>
	TERESITA A. ACIBAR <i>Cashier/AO IV</i>

3. The Division Review and Compliance Committee shall have the following roles and functions:
 - a) Review submitted Statements of Assets, Liabilities, and Net Worth (SALNs) for completeness and correctness;
 - b) Inform concerned personnel of deficiencies or non-compliance and require appropriate corrective action;
 - c) Forward duly accomplished SALNs to the administering authority;
 - d) Submit a compliance report and transmit original SALN copies to the Office of the Schools Division Superintendent (SDS) on or before the prescribed deadline;
 - e) Address issues and concerns related to SALN submission; and
 - f) Perform such other functions as may be necessary to ensure compliance with SALN requirements.
4. Each District is required to constitute its own Review and Compliance Committee, which shall be composed of the following:
 - 4.1. One (1) Chairperson – Public Schools District Supervisor (PSDS)/District In-Charge (DIC); and
 - 4.2. Two (2) Members, composed of:
 - 4.2a. One (1) Administrative Officer II; and
 - 4.2b. One (1) Senior Bookkeeper/Disbursing Officer/other non-teaching personnel.
5. The District Review and Compliance Committee shall perform the following functions:
 - 5.1. Evaluate whether the Statement of Assets, Liabilities, and Net Worth (SALN) is submitted on time, contains complete data, and is accomplished using the prescribed updated form; and
 - 5.2. Prepare an alphabetical list of employees for submission to the Schools Division Superintendent on the date specified in **DM #022, s. 2026**, categorized as follows:
 - 5.2a. Employees who filed their SALNs with complete data;
 - 5.2b. Employees who filed their SALNs but with incomplete data; and
 - 5.2c. Employees who did not file their SALNs.
6. For your information and compliance with this Memorandum are desired.

GAUDENCIO C. ALJIBE JR., PhD, CESO V
Schools Division Superintendent

DepEd Northern Samar

RELEASED

By: _____

Date: 18 FEB 2026